

A safe workplace begins with you

What employers need to know



Congratulations!

You're starting a new business or hiring your first employees.

If you have employees, you must provide a safe and healthy workplace. In Washington State, your partner in safety and health is WISHA, the Department of Labor and Industries' safety and health program. L&I offers many services to help you comply with state safety and health rules.



A safe workplace

How do I get started? *As an employer, you must:*

Follow the safety and health core rules. The core rules are the basic general safety and health rules. They are available on the L&I web site and on CD or in printed form by calling 360-902-5541. The core rules address:

- Employer Responsibilities: Safe Workplaces
- Accident Prevention Program / Safety Committees
- Personal Protective Equipment
- Chemical Hazard Communication Program

Follow the rules for your specific business. In addition to the core rules, there may be safety and health rules that apply to your industry—for example, the construction activity safety rules in Chapter 296-155 WAC or the noise rules in Chapter 296-817 WAC.

Ensure that your workplace is free from recognized hazards that are likely to cause serious injury or death.

Post the required L&I posters in your workplace.

Posters are free at www.LNI.wa.gov/IPUB/101-054-000.asp.

- Job Safety and Health Protection
- Notice to Employees
- Your Rights as a Worker
- Minimum Wage (recommended)



Safety resources

What else can I do to improve safety and health in my workplace? L&I offers the following resources to help you meet safety and health requirements and teach safety to your employees:

- **Accident Prevention Program (APP) Guide:** This popular and useful guide is available online or on CD, and it contains information to help you develop and implement your own safety program. There are sample APPs for general industry, agriculture, construction, firefighting, logging, restaurants and sawmills, plus sample chemical-hazard, confined-space, hearing-conservation, and respiratory-protection programs.
- **Video Library:** The L&I Video Library has nearly a thousand titles available on a wide variety of safety and health topics. We'll mail the videos directly to you, and your only cost is return shipping.
- **Publications:** The L&I web site has many specialized guides available, with subjects such as forklift safety, workplace violence, lessons for lifting and office ergonomics.
- **Safety and Health Training Resources:** This web site offers training modules to prepare you or your safety representative to train employees on subjects specific to your industry. Topics include ladder safety, noise exposure, safe forklift operation, ergonomics awareness and many others.

Did you know?

Your workplace safety program can save you money. How? Preventing injuries is the surest way to control your workers' compensation costs.

Safety resources online

WISHA Home Page

www.LNI.wa.gov/safety

Safety and Health Core Rules

www.LNI.wa.gov/wisha/corerules

Safety and Health Training Resources

www.LNI.wa.gov/safety/traintools

Accident Prevention Program Guide

www.LNI.wa.gov/safety/basics/programs/accident

Other publications and posters

www.LNI.wa.gov/formpublications

L&I Video Library

Videos.LNI.wa.gov

WISHA en Español

www.LNI.wa.gov/Spanish/safety

WISHA consultation services

www.LNI.wa.gov/safety/keepsafe/assistance/consultation

L&I Home Page

www.LNI.wa.gov



Did you know?

“WISHA,” or the Washington Industrial Safety and Health Act, is the state equivalent of OSHA. L&I’s WISHA Services Division – not OSHA – is responsible for workplace safety and health regulations in Washington State.

Additional L&I Services

How can L&I help me create a safe and healthy workplace? L&I offers a variety of free services to help you prevent injuries and follow safety rules:

- **Consultations:** Safety and health consultants will evaluate your workplace and help you identify and eliminate hazards. See the back cover for contact information or go online at www.LNI.wa.gov/safety/keepsafe/assistance/consultation.
- **Workshops:** At free workshops, you can learn about a variety of L&I topics. Check for upcoming workshops at www.LNI.wa.gov/safety/trainertools/workshops.

What else do I need to know from L&I if I'm starting a new business? In addition to safety and health information, you need to be familiar with other L&I requirements.

- **Workplace rights:** Learn about minimum wage, overtime, payroll records, meal period and rest break requirements, teen worker employment and other subjects at this web site: www.LNI.wa.gov/workplacerights or by calling 360-902-5316.
- **Workers' Compensation:** If you hire employees, you must apply for a workers' compensation insurance account in case of on-the-job injuries. Find out more at www.LNI.wa.gov/main/runbusiness.asp or by calling 360-902-4817.
- **Contractor registration:** If you perform or supervise building trades or crafts, you must be a registered contractor. Electricians, plumbers and elevator mechanics must be certified and/or licensed. Register online at www.LNI.wa.gov/tradeslicensing/contractors or call 360-902-5226.

Free safety consultations

For a free on-site safety and health consultation or for help with your written safety program, please call your regional L&I office and ask for a WISHA consultation supervisor:

Region 1: 425-290-1431

Island, San Juan, Skagit, Snohomish, and Whatcom counties

Region 2: 206-515-2800

King County

Region 3: 253-596-3917

Clallam, Jefferson, Kitsap, and Pierce counties

Region 4: 360-902-5472

Clark, Cowlitz, Grays Harbor, Klickitat, Lewis, Mason, Pacific, Skamania, Thurston, and Wahkiakum counties

Region 5: 509-886-6570

Adams—west side, Benton, Chelan, Columbia, Douglas, Franklin, Grant, Kittitas, Okanogan, Walla Walla and Yakima counties

Region 6: 509-324-2600

Adams—east side, Asotin, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens and Whitman counties

1-800-423-7233 (4BE-SAFE)

You can call this number to report any urgent situation or to request information.

This document is available in other formats to accommodate persons with disabilities. For assistance, call 1-800-547-8367. (TDD users, please call 360-902-5797.) Labor and Industries is an Equal Opportunity Employer.